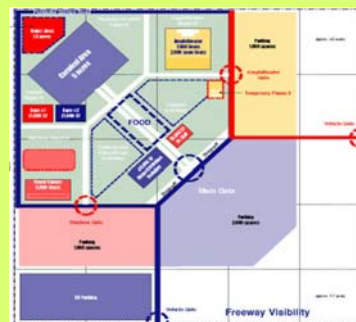


# DIVISION OF FAIRS & EXPOSITIONS

## 2007/08

### Optional Fair Funding Programs



November 9, 2007



Division of Fairs & Expositions

## **2008 Optional Fair Funding Programs**

November 9, 2007

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## Division of Fairs & Expositions 2007/08 Optional Fair Funding Programs

November 9, 2007

**TO:** CEOs all Class I & II Fairs

**Subject:** Infrastructure Matching Grant Project Workshop

Dear CEOs:

F&E would like to invite you to join us at a planning workshop for your upcoming major infrastructure projects. The workshop will be held during the annual WFA Convention in San Diego on Tuesday, January 8, 2008 from 5:00 p.m. to 6:30 p.m. Although the focus of the workshop will be on class I and II fairs anyone is welcome to attend.

The purpose of the workshop is for fairs to identify their top priority project or projects to submit for the Infrastructure Matching Grant program in February. Class I and II fairs are eligible for substantial funding that will be available 2008/09:

Fair Class	Grant Amount	Percent Match	Amount of Match	Project Total
I	\$197,000	5%	\$8,250	\$205,250
II	\$155,000	10%	\$15,500	\$170,500

Class I and II CEOs are encouraged to bring staff and directors to the workshop. Representatives from F&E, CFSA, CCA and CARF will be available to assist and answer questions.

You will have a month to tune up your project proposals to submit to F&E by February 14, 2008. We encourage you to work with CCA to refine the project scope, schedule and budget. The Technical Committee will be meeting in early March to review the submissions and make funding recommendations. Fairs will need the balance of the year to complete design, engineering and bidding for these projects so that the projects can get under way as soon as funding is available.

We are looking forward to working with you on this new program. If you have any questions please feel free to contact me at (916) 263-2951 or via the Internet at [ldrury@cdfa.ca.gov](mailto:ldrury@cdfa.ca.gov). See you at convention!

Sincerely,

Lisa Drury  
Asset Manager



Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## 07/08 Funding Programs At-a-Glance

2007/2008 PROGRAM	ELIGIBILITY CRITERIA	FUNDING	SCHEDULE
<b>Flex Capital</b>  <b>\$2,095,000</b>	<p>Class I-IV fairs are eligible.</p> <p>*Bonus Incentives will be distributed based on fair performance ratings.</p> <p>There are no funding restrictions: funds can be used for capital improvements, equipment purchases, operational or program expenses at the fair's discretion.</p>	<p>Grants</p> <p>Class I-IV Fairs A maximum of \$35,000: up to \$28,000 base amount + \$7,000 incentive bonus*</p> <p>Exceptions for Class I-IV fairs 48<sup>th</sup> DAA and 51<sup>st</sup> DAA: a maximum of \$25,000: up to \$18,000 base amount + \$7,000 incentive bonus</p> <p>52<sup>nd</sup> DAA: a maximum of \$15,000: up to \$8,000 base amount + \$7,000 incentive bonus</p>	<p>No application</p> <p>Funds will be sent directly to fairs by the State Controller's Office</p> <p>Funding available after July 2008</p>
<b>Urgent Needs Fund</b>  <b>\$140,000</b>	<p>All fairs are eligible.</p>	<p>Grants, advances or loans</p> <p>Co-funding may be recommended as a condition of approval</p>	<p>Proposals accepted on going</p>
<b>Parimutuel and Live Racing Program Funds (CARF)</b>  <b>\$2,000,000</b>	<p>Equipment Replacement Fund</p> <p>Track Safety and Maintenance Program</p> <p>Capital Investment</p>	<p>Grants, advances or loans</p>	<p>All funding programs are administered by CARF.</p>



Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## New Funding Programs At-a-Glance

NEW PROGRAMS	ELIGIBILITY CRITERIA	FUNDING	SCHEDULE
<b>Infrastructure Matching Grants</b>  Up to \$3,800,000  08/09 Project Planning Phase: 2007/08  Construction Phase: 2008/09	All fairs that have completed accessibility transition plans are eligible.  08/09 Program: Class I & II Fairs  09/10 Program: Class I, II & III Fairs  10/11 Program: Class IV, V, VI & VII Fairs  The Advisory Committee will review proposals and make recommendations for funding priorities.	<u>F&amp;E Fund Grants up to:</u> Class I: \$197,000* Class II: \$155,000* Class III: \$118,000 Class IV: \$81,000 Class V: \$65,000 Class VI: \$19,000 Class VII: \$13,000  *Exceptions: 51 <sup>st</sup> & 52 <sup>nd</sup> DAA: \$30,000 48 <sup>th</sup> DAA: \$38,000  Matching co-funding is required: Class I: 5% Class II: 10 % Class III: 15% Class IV-VII: 20%	Fairs eligible for 08/09 will be invited to attend a project scoping workshop at WFA January 8, 2008.  Preliminary project proposals will be due February 14, 2008 for committee review  08/09 Program: Funds available 2009  09/10 Program: Funds available 2010  10/11 Program: Funds available 2011
<b>Investment Reserve Fund</b>  Up to \$5,000,000  08/09 Project Planning Phase: 2007/08  Construction Phase: 2008/09	All fairs that have completed accessibility transition plans are eligible.  The Advisory Committee will review proposals and make recommendations for funding priorities.	Up to \$5 million for interest-bearing loans  Co-funding may be recommended.	Preliminary project proposals will be due February 14, 2008 for committee review  08/09 Program: Funds available 2009  09/10 Program: Funds available 2010  10/11 Program: Funds available 2011
<b>Replenishment Fund</b>  Up to \$3,800,000  08/09 Project Planning Phase: 2007/08  Construction Phase: 2008/09	All fairs that have completed accessibility transition plans are eligible.  The Advisory Committee will review proposals and make recommendations for funding priorities.	Up to \$3.8 million available for interest-free advances for capital investment in revenue enhancing projects.  Co-funding may be recommended.  All projects must provide a payback component to the F&E fund.	Preliminary project proposals will be due February 14, 2008 for committee review  08/09 Program: Funds available 2009  09/10 Program: Funds available 2010  10/11 Program: Funds available 2011



**Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs**

## **Program Overview**

### **Schedule of Proposal Submission Due Dates (Postmark):**

<b>Infrastructure Matching Grants</b> .....	February 14, 2008
<b>Investment Reserve Fund</b> .....	February 14, 2008
<b>Replenishment Fund</b> .....	February 14, 2008
<b>Urgent Needs Fund</b> .....	Ongoing

### **Information:**

Copies of the information and forms in this packet can be obtained from the California Department of Food and Agriculture website at:

**[www.cdfa.ca.gov/fe/OppFairFunding.htm](http://www.cdfa.ca.gov/fe/OppFairFunding.htm)**

Please direct all submissions and any questions regarding the current Optional Fair Funding Programs to:

Division of Fairs & Expositions  
1010 Hurley Way, Suite 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
Fax: (916) 263-2969

## **Project Proposal Review**

F&E will be forming advisory committees to review proposals and provide funding recommendations.



Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Flex Capital**

### **2007/08 Program:**

Flex Capital is an incentive based program to provide financial assistance that can be used for operational expenses, programs, training, equipment or building projects.

### **Who is eligible:**

Class I – IV fairs with an F&E approved budget and Statement of Operations are eligible.

### **Funding:**

**Class I – IV Fairs:** A maximum of \$35,000. Up to \$28,000 base amount + incentive bonus based upon fair performance rating (details below in the “Funding disbursement” section)

### **Exceptions:**

48<sup>th</sup> DAA and 51<sup>st</sup> DAA: A maximum of \$25,000. Up to \$18,000 base amount + incentive bonus based on fair performance rating (details below in the “Funding disbursement” section)

52<sup>nd</sup> DAA: A maximum of \$15,000. Up to \$8,000 base amount + incentive bonus based upon fair performance rating (details below in the “Funding disbursement” section)

### **Funding disbursement: July 2008**

Flex Capital funding for 2007/08 will be distributed directly to fairs by the state Controller’s Office upon authorization from F&E. No application will be necessary. Fairs wishing to utilize funding for construction projects may contact F&E or the California Construction Authority to set up a project account.

F&E’s authorization to release funds will vary depending upon the fair’s current Performance Rating:

“A” rated fairs will be given first priority for funding authorization and will receive the base amount and full \$7,000 incentive bonus.

“B” rated fairs will be given next priority for funding authorization and will receive the base amount and \$3,500 incentive bonus.

“C” rated fairs will not receive any portion of the \$35,000 combined flex capital amount until performance rating is upgraded.





## Division of Fairs & Expositions 2007/08 Optional Fair Funding Programs

# Flex Capital

Fair ratings are determined annually based on performance criteria established by F&E that includes, but is not limited to, the fair's financial performance, compliance with reporting requirements and audit results and findings. The 2007/2008 Fair Performance Rating Criteria will be shared with all fairs in early 2008. If you have any questions regarding the upcoming fair performance rating program and criteria, please contact the F&E fiscal unit at (916) 263-2955.

### Qualifying Expenditures

This is an incentive based program to provide financial assistance to fairs that can be used for programs, training, equipment and capital infrastructure needs including the following:

1. Audit Issues - To address and remedy an audit concern or finding. This may include consultant fees for services to assist with executing audit recommendations.
2. Office Modernization and Technology - Purchase of computer hardware, software, radios, telephones, and other office equipment.
3. Operational Expenses – **New for 2008**. Flex Capital can be used to for operational expenses.
4. Travel and Registration for Approved Training - Travel and registration expenses to attend compliance, professional development and technology training (e.g., accounting, purchasing, contracting, software and other related training). For DAAs: To ensure that travel related expenses are fully reimbursable be sure that Travel Expense Claims (TEC) comply with state travel guidelines. For help with TECs, please contact the California Department of Food and Agriculture, Travel Claims Unit at (916) 654-0282.
5. Financial Opportunities - Exploration of financial opportunities. This may include consultant fees for services to assist with strategic planning, grant writing, sponsorship program development, etc.
6. Agricultural Education – As either an interim or fairtime project promoting California agriculture.
7. Equipment Purchases - Maintenance equipment, tractors, lawn mowers, etc. If the planned equipment is rolling stock (e.g., automobiles, trucks or forklifts), the fair should continue to coordinate these activities with the Department of General Services (DAAs only), or the California Fairs Services Authority (CFSA), where applicable, prior to the purchase. DAAs should refer to F&E circular letter D2003-12, dated October 30, 2003, for guidance on the acquisition and/or disposition of State-owned property.





**Division of Fairs & Expositions**  
**2007/08 Optional Fair Funding Programs**

## **Flex Capital**

8. Agency Permitting and Review – Consultant fee for services to prepare documentation required by associated agencies such as Regional Water Quality Control Boards, California Integrated Waste Management Board and Department of General Services.
9. Facility Maintenance and Infrastructure Improvements – Funds may be used for repair or construction of new improvements to fair facilities. Please remember that inspection by the California Construction Authority is required for all infrastructure projects. To initiate a project with the California Construction Authority, fairs should contact F&E in writing with a project scope and budget proposal. F&E can then authorize CCA to establish a project account and CCA will assign a project manager to assist the fair. The following are some of the types of projects that we encourage fairs to use these funds for:
  - Health and Safety Upgrades
  - Disabled Accessibility (ADA) Upgrades
  - Environmental Health Survey Recommendations
  - CFSA Safety Survey Report Recommendations
  - Local Health Department Requirements
  - State Fire Marshal or Local Fire District Requirements
  - Revenue Enhancement Projects
  - Backstretch Improvements - Backstretch improvements at racing fairs. Activities are typically coordinated with the California Authority of Racing Fairs (CARF).
  - Planning, Engineering or Feasibility Studies

### **Reporting Requirements:**

F&E will monitor adherence to program expenditure criteria via data reported by fairs on Schedules 8A and 8B within the annual Statement of Operations (STOP).

Schedule 8A, Non-Fair Funds Reconciliation for Capitalized Projects, shall include all Flex Capital Program funds expended by the fair towards capital assets.

Schedule 8B, Reconciliation of F&E Funds Used for Operating Purposes, shall include all Flex Capital Program funds expended by the fair towards operating expenses.



**Division of Fairs & Expositions**  
**2007/08 Optional Fair Funding Programs**

## **Flex Capital**

F&E will annually review Flex Capital spending activity reported in the annual STOP and audit such activity on a random and “as needed” basis. As such, all fairs will be responsible for maintaining all supporting documentation for Flex Capital expenditures for audit purposes.



## Division of Fairs & Expositions 2007/08 Optional Fair Funding Programs

### Urgent Needs Fund

Fairs may apply for Urgent Needs Fund for financial assistance to pay for one-time urgent, unexpected expenses. Circumstances caused by the need to replace aged equipment and infrastructure and other deferred maintenance situations do not qualify for this program and cannot be given consideration for funding.

#### **Who is eligible:**

Class I – VII fairs with an F&E approved budget and Statement of Operations are eligible.

#### **Approval & Amount:**

Each request will be evaluated by F&E for compliance with these funding guidelines and criteria.

#### **Types of Qualifying Events:**

- Damage caused by natural disasters, such as earthquakes, heavy winds, flooding, fire, or theft and vandalism to fair property, including buildings, grounds, infrastructure and equipment.
- Financial hardships caused by facility failures such as power outages; events such as riots and police actions; or loss of use due to staging and mobilization of emergency services during emergency response.
- Other unexpected one-time circumstances that create an urgent need due to forces beyond the control of the fair.

#### **Funding:**

- Funding may be provided as a grant, as an interest-free advance with a repayment obligation or as an interest bearing loan.
- Project cost savings shall be shared by F&E and the fair on a pro-rata basis consistent with the percentage funding split.

#### **Types of Qualifying Expenditures:**

- Insurance deductible co-pay
- Event revenue loss
- Extra utility costs due to emergency staging (not reimbursed by the disaster agency)
- Costs for cleaning and repair
- Costs for repairs/replacement of buildings, infrastructure or equipment
- Consultant fees for engineering and design services



**Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs**

## **Urgent Needs Fund**

### **Conditions**

1. Urgent Needs Funds cannot be used to supplement ongoing operational expenses.
2. A California Construction Authority inspector must provide inspections for all projects funded with Urgent Needs Funds. Non-DAA fairs can request to use local inspectors.
3. The money must be used within a year of the application or the fair must ask F & E for an extension. If the extension is denied, the money goes back into the program for reallocation.

### **How to Apply:**

Fairs should submit a brief request on fair letterhead describing the event, projected expenses and how the fair would propose to fund those expenses including the amount of fair co-funding being proposed and what will be covered by insurance, etc. Fairs are encouraged to work with the California Construction Authority to develop a cost estimate and scope of work and should provide copies of bids, estimates, and the scope of work as backup documentation for the request.

Please direct requests to:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
Fax: (916) 263-2969



## Division of Fairs & Expositions 2007/08 Optional Fair Funding Programs

# Infrastructure Matching Grants

The purpose of the Infrastructure Matching Grants is to provide fairs with grants for major deferred maintenance projects. When considering capital improvement and construction projects on your fairgrounds, the priority projects from your fair's Accessibility Transition Plan should be incorporated in your project proposals for these grants.

For the purposes of this program "Infrastructure" can be considered to include projects such as new buildings, repairs or renovations of existing buildings, paving, utilities installations or other fairground upgrades, such as event equipment, to support fair events or interim events.

- Fairs may use funds for multiple projects.
- All fairs will be funded continuously over a three-year cycle
- Class I and II fairs that are not funded for projects from the 2008/09 program may apply for project funding from the 2009/10 program
- At the close of each fiscal year, program funds that are uncommitted or not encumbered in construction projects may be returned to the Infrastructure Matching Grant account for future reallocation.

### Who is eligible:

Class I – VII fairs with:

- F&E approved budget and Statement of Operations
- The fair has either completed or is in the process of completing their Accessibility Transition Plan and, if completed, it has been approved by the board.

Fair Class	Grant Amount	Percent Match	Amount of Match	Total Funding	Funding Year
I*	\$197,000	5%	\$8,250	\$205,250	2008/09 or 2009/10
II*	\$155,000	10%	\$15,500	\$170,500	2008/09 or 2009/10
III	\$118,000	15%	\$17,700	\$135,700	2009/10 or 2010/11
IV	\$81,000	20%	\$16,200	\$97,200	2010/11
V	\$65,000	20%	\$13,000	\$78,000	2010/11
VI	\$19,000	20%	\$3,800	\$21,800	2010/11
VII	\$13,000	20%	\$2,600	\$15,600	2010/11

\*Please refer to program details on pages 12 and 13 for exceptions.



Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Infrastructure Matching Grants**

### **2007/08 Planning Phase for 08/09 Construction Projects**

**Class I and II fairs are eligible to submit project proposals for 08/09**

**Proposal Process:**

- A planning workshop is scheduled for Tuesday, January 8, 2008 starting at 5:00 p.m. at the WFA convention in San Diego. All class I and II fairs are encouraged to attend. The purpose of this workshop will be for fair staff and directors to work with resources from CCA, CFSA, CARF and F&E to identify your priority projects.
- F&E and CCA are available to assist fairs in developing project proposals (scope, schedule and budget).
- February 14, 2008: Submission due date (postmark to F&E) for project proposals with basic scope, schedule and budget.

### **2008/09 Project Construction Phase**

**Class I and II fairs are eligible for project funding for 08/09**

**Funding:** Up to \$3,800,000 for project funding available in 2009 for class I and II fairs. The Advisory Committee will review project proposals and make recommendations for funding priorities.

- Class I fairs: grants up to a maximum of \$197,000\* with a (5%) \$9,850 local match. \*Exception for the 51<sup>st</sup> and 52<sup>nd</sup> DAAs: grants up to a maximum of \$30,000 with a (5%) \$1,500 local match
- Class II fairs: grants up to a maximum of \$155,000\* with a (10%) \$15,500 local match. \*Exception for the 48<sup>th</sup> DAA: grants up to a maximum of \$38,000 with a (10%) \$3,800 local match
- The California Construction Authority is available to assist with project management, design, contracting for qualified consultants, bidding and other project services you may require.
- F&E has available grant co-funding to assist with project planning costs.



Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## Infrastructure Matching Grants

### 2009/10 Project Planning Phase

**Class I, II and III fairs are eligible to submit project proposals for 09/10**

- 2008/09 will be the Project Planning Phase for the next round of funding which will be the 09/10 construction projects for class I, II and III fairs. Those project proposals will be due February 2009. Construction funding will be available in 2010.

### 2009/10 Project Construction Phase

**Class I, II and III fairs are eligible for project funding for 09/10**

**Funding:** Up to \$2,500,000 will be available for project funding in 2010 for class I, II and III fairs. The Advisory Committee will review project proposals and make recommendations for funding priorities.

- Class I fairs: grants up to a maximum of \$197,000\* with a (5%) \$9,850 local match. \*Exceptions for the 51<sup>st</sup> and 52<sup>nd</sup> DAAs: grants up to a maximum of \$30,000 with a (5%) \$1,500 local match
- Class II fairs: grants up to a maximum of \$155,000\* with a (10%) \$15,500 local match. \*Exception for the 48<sup>th</sup> DAA: grants up to a maximum of \$38,000 with a (10%) \$3,800 local match
- Class III fairs: grants up to a maximum of \$118,000 with a (15%) \$17,770 local match





Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## Infrastructure Matching Grants

### 2010/11 Project Planning Phase

**Class III - VII fairs are eligible to submit project proposals for 10/11**

- 2009/10 will be the Project Planning Phase for the next round of funding which will be the 2010/11 construction projects for class III, IV, V, VI and VII fairs. Those project proposals will be due February 2010. Construction funding will be available in 2011.

### 2010/11 Project Construction Phase

**Class III - VII fairs are eligible for project funding for 10/11**

**Funding:** Up to \$2,600,000 will be available for project funding in 2011 for class III, IV, V, VI and VII fairs. The Advisory Committee will review project proposals and make recommendations for funding priorities.

- Class III fairs: grants up to a maximum of \$118,000 with a (15%) \$17,770 local match
- Class IV fairs: grants up to a maximum of \$81,000 with a (20%) \$16,200 local match
- Class V fairs: grants up to a maximum of \$65,000 with a (20%) \$13,000 local match
- Class VI fairs: grants up to a maximum of \$19,000 with a (20%) \$3,800 local match
- Class VII fairs: grants up to a maximum of \$13,000 with a (20%) \$2,600 local match



Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## Infrastructure Matching Grants

### 2011/12 Project Planning Phase

**Class I – II fairs are eligible to submit project proposals for 11/12**

- 2010/11 will be the Project Planning Phase for 2011/12 construction projects which will begin the second round of funding for class I and II fairs. Those project proposals will be due February 2011. Construction funding will be available July 2012.



**Division of Fairs & Expositions**  
**2007/08 Optional Fair Funding Programs**

## **Infrastructure Matching Grants**

### **Local Matching Funds**

The local match component can come from local or federal government resources, utility companies, and/or local community civic groups or other local resources. The match can include donated services, materials, time, etc. All materials and volunteer time contributions that will be applied towards the match must be evaluated by F&E. Your project proposal will need to include cost estimates, bids or proposals identifying the materials or labor donated and estimated value.

### **Basic Criteria**

- The project should fit with and support the fair's strategic master plan.
- The fair has either completed or is in the process of completing their Accessibility Transition Plan and, if completed, it has been approved by the board.
- The project has the commitment of the entire board of directors.
- The fair makes a good faith effort to obtain local matching funds.
- The project incorporates accessibility, environmental, and health and safety components in the project scope.
- The project should be substantially complete within 12 months.

Please direct proposals to:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
Fax: (916) 263-2969



Division of Fairs & Expositions  
2007/08 Optional Fair Funding Programs

## Infrastructure Matching Grant Preliminary Project Proposal

Proposals due (postmark) to F&E by February 14, 2008:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management Program  
Phone: (916) 263-2955 Fax: (916) 263-2969

### Fair Contact Information

---

**Date:**

**Fair:**

**Mailing Address:**

**Contact Person:**

---

**Tel:**

**Fax:**

**e-mail:**

**Project Title:**

**Project Description:**

### Project Estimate and Funding Requested:

Fairs are encouraged to work with the California Construction Authority to develop project estimates.

Funding Request	Amount
Infrastructure Matching Grant:	
Matching Funds:	
Investment Reserve Fund:	
Replenishment Fund:	
Other Funds:	
<b>TOTAL FUNDING:</b>	

---

(Signature)  
Chief Executive Officer or Board President

Date



Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Investment Reserve Fund**

The Investment Reserve Fund is a competitive program to provide fairs with loans for capital improvements or program enhancements.

- Up to \$5 million will be available for loans July 2009
- Term: up to 15 years
- Interest rates will be a discounted rate based on current commercial lending rates

**Who is eligible:**

Class I – VII fairs with:

- F&E approved budget and Statement of Operations
- The fair has either completed or is in the process of completing their Accessibility Transition Plan and, if completed, it has been approved by the board.

### **2007/08 Planning Phase for 08/09 Construction Projects**

**Preliminary Project Proposals:**

- February 14, 2008: Submission due date (postmark to F&E) for project proposals with basic scope, schedule and budget.
- F&E and CCA are available to assist fairs in developing project proposals
- A committee will review the preliminary project proposals and make recommendations.

**Recommended Projects:**

- Proforma development, facility programming, preliminary plans and cost estimating for recommended projects will take place between April and September 2008.
- F&E has available grant co-funding to assist with these project planning costs.

**Basic Criteria:**

- Project pro-formas will be scrutinized for feasibility
- Co-funding may be recommended.



Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Investment Reserve Fund**

### **2008/09 Project Construction Phase**

**Funding:**

Up to \$5 million will be available for projects in July 2009

- The California Construction Authority is available to assist with project management, design, contracting for qualified consultants, bidding and other project services you may require.

Please direct proposals to:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
Fax: (916) 263-2969



Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Replenishment Fund**

The Replenishment Fund is a capital investment program for strategic investment in new facilities, programs, interim events or upgrading of existing facilities to enhance profitability and revenue generation.

- 10% return payback on the capital investment begins the second year after substantial completion

**Who is eligible:**

Class I – VII fairs with:

- F&E approved budget and Statement of Operations
- The fair has either completed or is in the process of completing their Accessibility Transition Plan and, if completed, it has been approved by the board.

### **2007/08 Project Planning Phase**

**Preliminary Project Proposals:**

- February 14, 2008: Submission due date (postmark to F&E) for project proposals with basic scope, schedule and budget.
- F&E and CCA are available to assist fairs in developing project proposals
- A committee will review the preliminary project proposals and make recommendations.

**Recommended Projects:**

- Proforma development, facility programming, preliminary plans and cost estimating for recommended projects will take place between April and September 2008.
- F&E has available grant co-funding to assist with project planning costs.

**Basic Criteria:**

- Project pro-formas and project scopes will be scrutinized for feasibility and profitability
- Replenishment component for return of 10% per year for 10-years beginning the first year after completion.
- Co-funding may be recommended.





Division of Fairs & Expositions  
**2007/08 Optional Fair Funding Programs**

## **Replenishment Fund**

### **2008/09 Project Construction Phase**

**Funding:**

Up to \$3.8 million will be available for projects in July 2009

- The California Construction Authority is available to assist with project management, design, contracting for qualified consultants, bidding and other project services you may require.

Please direct proposals to:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
Fax: (916) 263-2969



**Division of Fairs & Expositions**  
**2007/08 Optional Fair Funding Programs**

## **Appeal Process**

This policy sets out the procedure for fairs to appeal project funding decisions as applied to the 2008/09 Optional Fair Funding Programs.

### **Request for Appeal**

Fairs wishing to appeal can submit a written request on fair letterhead to F&E outlining the reasons for the appeal. Appeals should be submitted in writing to F&E within fourteen (14) business days of receiving the committee's written determination.

The appeal will be reviewed and discussed by management staff at F&E and with other members of the technical advisory committee. Within fourteen (14) business days of receiving the fair's written appeal, the Division Director of F&E will respond in writing to fair management with his recommendation.

Please direct submissions regarding the Appeal Process to:

Division of Fairs & Expositions  
1010 Hurley Way, Ste 200  
Sacramento, CA 95825  
Attn: Asset Management  
Tel: (916) 263-2955  
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